



## Notice

In reference to order number KW 12/1-2019 Ad (3) DATED 01.04.2022 from the office of Director General Higher Education, Haryana regarding resumption of Biometric attendance in educational institutions, it is brought to the notice of all the staff members that the Biometric System in the college is fully functional and it is mandatory for all staff members to mark their attendance on Biometric Machine. The following points are to be followed in this regard:

1. All staff members (Regular, Extension and Contractual) will mark their attendance on Biometric Machine. The instructions related to Outsourced employees will be issued later.

2. All the teaching staff members are requested to reach college at least 10 minutes before their classes, so that there is no crowding at the Biometric Machine.

3. The last time for reaching college in any case will be 10.00 am or as per instructions from the department received from time to time.

4. The teaching staff members will have a minimum stay of 5.30 hours in the college.

5. The non-teaching staff (clerical and L.As) will observe time from 9.00 am to 4.00 pm.

6. The Peons and sweepers will observe time from 8.30 am to 4.30 pm.

7. The following Biometric Committee will be fully responsible for the maintenance and upkeep of Biometric Machine in the college:

(a) Sh. Hawa Singh, Convener

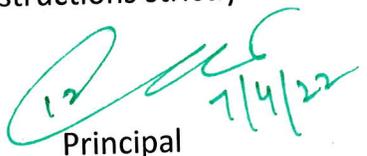
(b) Sh. Ravi Kant

Along with the maintenance of the Biometric System, the committee will ensure that the Biometric record of the attendance (per month) be sent on the e-mail of the Principal and the Bursar on 1st date of every month so that the salary bills be finalised accordingly.

8. In case any employee attempts to harm the Biometric System, the matter will be brought to the notice of higher authorities immediately along with a police complaint. In case of non-working/non-responding of the machine, an information

must be submitted to the aforesaid committee in writing immediately, the committee will take action as soon as possible and submit a report in this matter to the Principal.

All the staff members are requested to follow these instructions strictly.

  
Principal  
Govt. College for Women  
Pali, Rewari

Copy to:

1. Dr. Jyoti Yadav
2. Ms. Neelu Kishnani
3. Sh. Pramod Kumar
4. Ms. Anshu
5. Mr. Ravi Kant
6. Dr. Sujan Singh
7. Ms. Seema Rani
8. Sh. Hawa Singh
9. Ms. Roshni
10. Dr. Yogita Yadav
11. Sh. Sundeep Kumar

12. Ms. Ritu Rani
14. Sh. Sandeep Kumar
16. Sh. Hansraj
18. Sh. Lokesh Kumar
20. Ms. Ramrati
22. Jitender Kumar
24. Ms. Pooja
26. Sh. Dharmender
27. Hariram

13. Ms. Vinita
15. Ms. Nisha
17. Sh. Jitender Kumar
19. Ms. Sunita
21. Sh. Akshay
23. Sh. Narender Kumar
25. Sh. Ashwani